



HQ TRADOC, ODCSBOS
CPD, Fort Monroe VA
23651-1048

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IMPACT ON ENTITLEMENTS AND BENEFITS

VOLUNTARY SEPARATION INCENTIVE PAY/VOLUNTARY EARLY RETIREMENT AUTHORITY (VSIP/VERA): VSIP and VERA window(s) are normally opened prior to the implementation of RIF procedures. Separation from government service via VSIP and/or VERA is considered to be a *voluntary* action. Management can delay separation of employees separating with VSIP until services are no longer needed. Employees taking VERA must be off the rolls by the RIF effective date. Employees with VSIP/VERA do not compete in RIF.

DISCONTINUED SERVICE

RETIREMENT: This is a form of early retirement and is considered an *involuntary* separation. An employee can go out on discontinued service retirement (DSR) when given a formal notice of abolishment of his/her position. However, once the RIF is run and specific RIF notices are delivered, only those facing separation, decline an job offer more than two grades lower, or decline an offer that changes employee tenure or work schedule can apply for DSR.

- **Criteria for Discontinued Service Retirement:**
 - 25 years of service at any age; or
 - Age 50 with 20 years of service.
- Annuity is reduced 2% for each year under age 55 if covered by CSRS.

- An employee covered by FERS will not receive the Special Retirement Supplement until he/she reaches minimum retirement age (55-57).

RESIGNATION: When a RIF is run and specific RIF notices are delivered, an employee who resigns when facing RIF separation or declines an offer as described below can get severance pay. Severance pay can be allotted on a bi-weekly or lump sum basis.

- **Criteria for Severance Pay Eligibility:**
- Employee must:
 - Have served the preceding twelve months in a permanent job (or a combination of temporary and permanent service providing there was no break in service of more than three calendar days); and be facing involuntary separation; or
 - Declined an offer with a different tenure (e.g., temporary appointment);
 - Declined an offer with a different work schedule (e.g., Full-time employee offered a part-time job); or
 - Declined an offer to a job more than two grades lower than the current job.
- Temporary employees are not normally entitled to severance pay. The only exception is when former permanent employee went to a temporary job without a break-in-service.
- Employees who are entitled to or receive a Federal annuity are not eligible for severance pay. Examples: Military retirees, employees eligible for regular or early retirement.

RIGHT OF FIRST REFUSAL: The CPAC provides the contractor a list of employees eligible for Right of First Refusal (RofFR) at least forty-five days prior to the contract-out date. RofFR is an entitlement for employees who are adversely affected by contracting out and not for those who separate voluntarily. Permanent employees who receive specific RIF notices of separation or offers of change to lower grade due to a contracting decision are included on the list provided to the contractor. Temporary employees whose appointments are being terminated early due to the CA action are also listed. The contractor provides RofFR to those employees who are qualified for vacancies and available for employment.

Employees who take VSIP and/or VERA are not eligible; nor are employees who do not receive a specific notice of separation or change to lower grade, e.g., retire or resign earlier than the issuance of specific notices, or who receive a same-grade offer.

PRIORITY PLACEMENT PROGRAM (PPP): Employees register to seek employment at other DoD installations. Registration, in itself, does not guarantee an offer of continued employment. Placement occurs when a vacancy matching the employee's skills is being filled at the location for which registered. Registration in the PPP expires 12 months after RIF separation, unless terminated earlier. Acceptance of a job offer by a private contractor does not terminate PPP registration if the employee is separated by RIF. An employee who accepts a lower graded position is also registered in the PPP, while serving under grade retention. PCS and homeowners assistance costs associated with PPP are paid by the losing installation.

REEMPLOYMENT PRIORITY LIST (RPL): The RPL is open to Career and Career-Conditional employees who will be/have been separated by RIF. The RPL is applicable to all DoD activities in the commuting area and is a placement program that prohibits an agency from filling a vacancy from outside the DoD workforce when a RPL candidate is qualified and available. RPL registrants with career status are registered for two years; and with career-conditional status are registered for one year unless registration is terminated earlier. Registration is not automatic. Employees must apply to be considered for the RPL.

INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP): ICTAP provides priority consideration to non-DoD agencies in the commuting area to employees who will be/have been separated due to RIF. Employees apply directly to job vacancy announcements following special instructions for ICTAP eligibles. ICTAP is available to employees who have career or career-conditional status. ICTAP eligibility ends one year from RIF separation date unless terminated sooner.

MATRIX: Impact on benefits and entitlements is shown on the attached matrix. Employees need to know the impact when making their career decisions.

IMPACT ON ENTITLEMENTS/BENEFITS

SITUATION	SEVERANCE PAY	DISCONTINUED SERVICE RETIREMENT*	PRIORITY PLACEMENT PROG (PPP)	ICTAP AND REEMPLOYMENT PRIORITY LIST (RPL)	VERA/VSIP
Employee approved for VSIP	No	No	No	No	
Employee retires under VERA without VSIP	No	No	No	No	
Employee approved for VSIP and VERA	No	No	No	No	
Employee files for DSR*	No	If received formal RIF notification OR if received a specific RIF notice of separation, or declined an offer more than two grades lower, or a change in work schedule, e.g. FT to PT.	If received specific RIF notice of separation & registration is before effective date of retirement.	If retirement is on RIF separation date.	No
Employee resigns (not DSR)	If received notice of RIF separation, or declined an offer more than two grades lower, or declined change in work schedule e.g., full-time to part-time.	No	If received specific RIF notice of separation or change to lower grade & registration is before effective date of resignation.	If resignation is on RIF separation date.	No
Employee accepts job with contractor	If eligible. See "Employee resigns" above.	If eligible. See "Employee files for DSR" above.	If separated by RIF	If separated by RIF	No
Employee declines job offer from contractor	No impact	No impact	No impact	No impact	No impact
Employee accepts RIF offer	No	No	If job offer is to a lower graded position or is from a full-time to part-time schedule.	No	No
Employee declines RIF offer and is facing separation	If eligible & offer is more than two grades lower than present position or offer is change in work schedule, e.g., full-time to part-time.	If eligible & offer is more than two grades lower than present position or is offer is change in work schedule e.g., full-time to part-time.	If eligible for severance pay & offer is more than two grades lower than present position or is change in work schedule, full-time to part-time.	ICTAP: Yes RPL: If offer declined is to a lower graded position or is change in work schedule, e.g., full-time to part-time.	No
Employee is involuntarily separated by RIF	If eligible	If eligible	Yes	Yes	No
Employee is on temporary appointment (covered by FICA)	No	No	No	No	No

* Discontinued retirement eligibility:
25 years of service at any age; or
Age 50 with 20 years of service.
Annuity reduced 2% for each year under age 55 for CSRS employees.
Retirement is considered an involuntary separation, exempt from Voluntary Separation Incentive Pay (VSIP).

IMPACT ON ENTITLEMENTS/BENEFITS

SITUATION	RIGHT OF FIRST REFUSAL (RofFR)	WORK FOR CONTRACTOR (Not RofFR)	PERSONAL SVCS CONTRACT	REINSTATEMENT TO GOVERNMENT WITHOUT VSIP REPAYMENT PENALTY
Employee approved for VSIP	No	Yes	Not for 1 year	Not for 5 years. Cannot work for DoD for 1 yr even if VSIP is repaid.
Employee retires under VERA without VSIP	No	Yes	Yes	Yes
Employee approved for VSIP and VERA	No	Yes	Not for 1 year	Not for 5 years. Cannot work for DoD for 1 yr event if VSIP is repaid.
Employee files for DSR*	If scheduled to be separated or demoted.	Yes	Yes	Yes
Employee resigns (not DSR)	If scheduled to be separated or demoted.	Yes	Yes	Yes
Employee accepts job with contractor	N/A	N/A	Yes	Yes - See above for restrictions if VSIP is received.
Employee declines job offer from contractor	N/A	N/A	No impact	No impact
Employee accepts RIF offer	If RIF offer was to a lower graded position.	N/A	N/A	N/A
Employee declines RIF offer and is facing separation	If RIF offer was to a lower graded position.	Yes	Yes	Yes
Employee is involuntarily separated by RIF	Yes	Yes	Yes	Yes
Employee is on temporary appointment (covered by FICA)	If temporary appt is terminated before expiration date due to A-76.	Yes	Yes	No - unless employee has personal status